NCDOT MEMORANDUM OF AGREEMENT (MOA)
Submittal Package To Floodplain Mapping

All Projects That Fall Within The MOA Criteria Will Need:

(See MOA and FORMS on the Hydraulics Unit web site: http://www.ncdot.org/doh/preconstruct/highway/hydro)

Electronic Files;.

- **MOA_Transmittal** (doc/ pdf)
  Filename format: [TIP or ID#]_Transmittal_[date:*yyyymmdd*].*ext*
- **FEMA Coordination Form** (pdf)
  Either generate from database or use Excel form on webpage
- **Title Sheet From Roadway Plans (or Vicinity Map if no Title Sheet)** (pdf)
- **NCDOT Bridge/Culvert Survey Report** (Hydraulics to make a pdf copy of the signed, sealed report)
- **Hec Ras Model Narrative** (brief); describe model changes as progression takes place from the Duplicate Effective Model to the Corrective Effective Model to the Revised Model.
- **Hec Ras Model**; (follow file naming conventions as stated in the "Hec Ras Nomenclature" which resides under "Memos and Additional Guidelines" on the Hydraulics Unit web site).
- **Hec Ras output table** spreadsheet; see "Comparison Table.xls". Spreadsheet should cover area from down stream tie to up stream tie. Note; the Maximum WSEL decrease should be highlighted.
- **Model Cross Section Locations & Project Files**; To keep file management simple, please just copy the needed data into one file. The data needed is: roadway alignment, proposed bridge, slope stakes, TOPO (w/any buildings, etc.), contours and HEC RAS cross section locations (with sections labeled). Name file as follows: "*yyyymmdd_TIP_MOA.dgn*".
- **Tin File**
- **Final Submittal** - Will Be NCDOT As-Built Plans (pdf)

MOA 1; Projects With No-Rise No-Impacts (WSEL decrease < 0.1ft.) will also need;
- No-Rise/No Impact Certification (See the two certification forms under "FORMS" on the Hydraulics Unit web site.)

MOA 2a; Projects with Minor Impacts (WSEL decrease between 0.1 ft and 0.5 ft)
- No additional data is required

MOA 2b; Project with MEASURABLE IMPACTS (WSEL decrease greater than 0.5 ft);
- Parcel boundaries and property owners (submit NCDOT roadway plan parcel boundary electronic file (prl.dgn) with deed book & page numbers)
- NCDOT signature on MT2 Form 1 Pg 2 of 2. (scanned pdf with signature; fill out first block only, directly under section D)

MOA 3a.b.; Project with LOMR submittals requiring updated DFIRM mapping and FIS component updates;
- Parcel boundaries and property owners (submit NCDOT roadway plan parcel boundary electronic file (prl.dgn) with deed book & page numbers)
- NCDOT signature on MT2 Form 1 Pg 2 of 2. (scanned pdf with signature-Only fill out first block directly under section D)